

**REQUEST FOR PROPOSAL
BURLINGTON COMMUNITY POOL
DESIGN AND CONSTRUCTION MANAGEMENT SERVICES
AND POOL MANAGEMENT PLAN**

CITY OF BURLINGTON, WISCONSIN

**Contact: Kevin Lahner, City Administrator
Phone Number: 262-342-1161
Email Address: klahner@burlington-wi.gov
Fax Number: 262-763-3474**

I. REQUEST FOR PROPOSALS

The City of Burlington, Wisconsin, is seeking proposals for a professional firm to work with the Burlington Community Pool Board, Common Council and designated staff to develop the design of a new municipal aquatic facility. Additionally, the City requests that the selected firm(s) provide a pool management plan which outlines the required fee structure, revenue generating activities, and other items which will provide for future sustainable operations of the pool. The selected firm will assist in determining the appropriate size of the pool and the range of features to be included. The City intends to engage the service(s) of a firm having specific experience and qualifications in the area(s) identified in this RFP. For consideration, proposals for the project must provide evidence of the firm's experience and abilities in the specified area(s) and other disciplines directly related to the proposed service. Award of contract will be made to the firm offering the best combination of experiences, qualifications, price, and general project approach.

II. PROJECT OVERVIEW

A. Background

The City of Burlington (Pop. 10,511) is located in southeastern Wisconsin approximately 25 miles southwest of Milwaukee. The City operates one outdoor pool, which offers recreational swimming activities as well as swimming lessons throughout the summer months. The existing pool was built in 1965. Due to the age and condition of the *Burlington Community* swimming pool, it is the City's desire to replace the existing pool and bathhouse with a modern aquatics facility to meet the community's current demands for recreational and instructional swimming opportunities.

The City also desires that any new pool have a sustainable business model to support the planned construction activities. To that end, the City desires a pool management plan that can be used as a guide in the maintenance and operation of the pool, ensuring that the facility supports itself through fees and memberships without additional revenue support.

B. Desired Pool Facility/Features

The proposed facility is to be designed for multi-generational appeal and an array of appropriate community uses. The facility is intended to serve a variety of needs and uses, including

- Recreational swimming
- Lap swimming
- Instructional programs
- Exercise and aerobic classes
- Competitive swimming
- Events rentals
- Family and group gatherings

Although the pool/facility design is to be determined within the scope of activities that are to be performed by the selected firm, the City has identified the following list of feature features that are to be incorporated in the design:

- Leisure pool with zero depth entry
- ADA compliant bath house
- Concession stand to service the pool
- Slide (size TBD)
- Shade areas

Additional features to be considered for future expansion may include the following;

- Splash pad and interactive play structure(s)
- Expanded deck for future splash pad and interactive play structure(s)
- Additional gazebo
- Lighting

III. SCOPE OF SERVICES

Phase 1. Site Assessment. As noted above, the suitability of the current and/or adjacent sites to support the construction of an aquatic facility is the requisite initial step in the proposed project. At the conclusion of this Phase, the City will determine whether or not to proceed with the project.

Phase 2. Preliminary Design. Pending the results of the Site Assessment, the consultant shall develop a preliminary plan for a new aquatics facility, including an opinion of probable cost for demolition and removal of the existing pool (if necessary) and construction/rehabilitation of the facility.

Phase 3. Referendum Education and Assistance. The consultant will provide necessary educational tools to the City in order to educate the public about the proposed pool design. The City intends to educate the public regarding the cost estimates and proposed pool design in anticipation of a referendum on the proposed pool construction. The referendum results will determine if Phases IV through VI are completed.

Phase 4. Design and Bid. The consultant will provide all necessary services to complete the design plans and specifications required to secure competitive construction bids. This Phase shall include, but not be limited to, completion of all sketches, drawings, documents, publications, meetings, and notifications necessary for the City to secure competitive bids. This Phase shall also include the consultant's review and tabulation of bids received, as well as a recommendation for contract award.

Phase 5. Construction Management and Inspection. The consultant shall provide construction management services to ensure that the contractor implements and performs all project construction related activities as planned and designed. The consultant is expected to assist the City to resolve any disputes that may arise during construction.

Phase 6. Pool Management Plan. The consultant will provide a pool management plan that will provide a guide for the sustainable operations of the pool. The plan will provide recommendations on a staffing model, fees, revenue-generating programming opportunities, concessions operations and other required information that will demonstrate the feasibility of the pool.

IV. PROJECT DELIVERABLES

The consultant shall provide the following items in connection with the project:

- Three (3) optional design layouts for the City's consideration during Phase 2 of the project.
- 10 (10) copies of the selected preliminary design, specifications, and an estimate of probable cost.
- Five (5) copies of the final design, specifications, and an estimate of probable cost for the entire project.
- Three (3) copies of the construction documents (plans and specifications).
- Three (3) copies of "as built" construction documents.

VI. PROPOSAL REQUIREMENTS

A. Format and Content

In order to be responsive, all proposals must follow the format and contain information listed in this section. Unnecessarily elaborate brochures and other presentations beyond those sufficient to present a complete and effective response to the solution are not desired.

1. Letter of transmittal introducing your firm and summarizing the nature of the proposal.
2. Narrative Items
 - a. Brief Resumes' of principal-in-charge and key technical/professional personnel to be assigned to the project. Discuss experience and how experience will be applied to this project.
 - b. Program of work satisfying the Scope of Services section. Program should include a Completion Schedule (bar chart) and a Work Plan identifying discrete tasks and outlining:
 - Activity/task description
 - Person completing the task
 - Deliverables
 - c. Prior Work
Provide copies of work from not more than three (3) similar projects completed by your firm.
 - d. References
Provide names and telephone numbers of three (3) references who will attest to your firm's ability to undertake and complete projects similar to this on time and within budget.
 - e. Fee Proposal
Proposals shall include a fee statement for each element and/or Phase (1-6) of the project. Additionally, the firm should provide a summary "subtotal" of Phases 1-3 and Phases 4-6 separately. **The fee and Scope of Services are subject to negotiation after a firm has been selected.**

B. Submittal Requirements

Ten (10) copies of the firm's proposal shall be submitted to Diahnn Halbach, City Clerk, 300 North Pine Street, Burlington, Wisconsin, 53105 by no later than **4 PM Friday, November 21, 2014.** Proposals shall be delivered in a sealed envelope marked "**Burlington Community Pool Design Services**" in the lower left-hand corner of the envelope.

Proposals received prior to the time of the opening will be kept, unopened, by the City Clerk until the time specified herein. No responsibility shall be attached to the City Clerk or the City for the

premature or non-opening of a Proposal not properly addressed and identified except as otherwise provided by law.

Proposals arriving after the specified time, whether sent by mail, courier, or in person, shall not be accepted. These Proposals will either be refused or returned unopened. It is the Contractor's responsibility for the timely delivery regardless of the method used. Mailed Proposals that is delivered after the specified time will not be accepted regardless of the postmarked date on the envelope.

Facsimile transmitted Proposals shall not be accepted, nor will City transmit RFP documents to prospective Contractors by way of facsimile machine, except for any addenda issued as specified in Subsection 9 of this Overview.

A Contractor may, without prejudice, withdraw a proposal after it has been deposited with the City, provided written notice is given to the City Clerk, and provided such notice of withdrawal is received by the City Clerk prior to the closing time set for receiving proposals. Once submitted, proposals may not be corrected or modified prior to the time of opening.

VII. EVALUATION AND SELECTION PROCESS

It is the City's intent to engage the services of the Consultant whose proposal provides the best combination of experience and qualifications to meet the needs of the City. The following procedure is designed to help ensure that the selection decision achieves this objective.

A. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Qualifications of the firm based on similar project experience, staff expertise, and performance record.
2. Program of work, methodology, and general management approach.
3. Availability of staff to complete work in a timely manner.
4. Demonstrated understanding of project objectives and required services.

B. Ranking and Selection

An *RFP Review Committee* comprised of staff, elected officials, and pool board members will evaluate all proposals received. Based on the evaluations, the Committee will submit its recommendation to the Common Council for review and contract award.

C. Interviews and Presentations

The City reserves the right to create a "shortlist" and invite those respondents who are on said list to deliver a presentation of its proposal to the Committee.

D. Negotiations

Subsequent to the selection of a consultant and review by the Common Council, the City may elect to negotiate final contract terms, scope of services, and price with the selected firm. If mutually agreed upon terms and conditions cannot be reached with the selected firm, the City may initiate negotiations with the firm whose proposal received the next highest evaluation ranking.

E. Contract Award

Upon reaching mutually agreed to conditions, the staff will forward its recommendations for contract award to the Common Council. Award of Contract shall be made by the Common Council, no employee or officer of the City may execute a contract on behalf of the City unless so authorized by a Common Council vote.

VII. ADDITIONAL CONSIDERATIONS

- City reserves the right to reject any or all proposals.
- City reserves the right to request clarification of information submitted and to request additional information from the firm(s).
- If a contract and fee cannot be successfully negotiated with the selected firm, the City may choose to enter into negotiations with another prospective firm, or it may re-advertise for new proposals.
- The successful consultant shall enter into a standard City contract for Professional Services
- The successful consultant shall provide and maintain professional liability, worker's compensation, property damage, errors and omissions, and any additional lines of coverage required by the City.